* Go to the 7th grade website and SAVE AS the Perry file: *PerryReport XX*
* Add a header: *Name, Grade PerryReport Date*
* Go to the beginning of your report quickly
* Complete a spell/grammar check. You should find/correct 3 mistakes.
* SAVE
* Customize your margins: 2” Top; 1” B, L, R margins
* Select the report’s Main Heading.
* Center it using shortcut keys
* Change the font effect so it is all UpperCase letters
* Select your entire document using shortcut keys
* Change the font to Perpetua, 14 pt.
* Select all the paragraphs (NOT your heading) and change line spacing to Double Space
* Make sure there are no additional points (space) added before/after a line in the line spacing options.
* SAVE
* With JUST your paragraphs selected, move the FIRST LINE INDENT MARKER to .5” (½”) on the horizontal ruler in your document
* Deselect text and SAVE
* Is your report all on one page? Problem-solve: change the font of your report back to 12pt. font
* Is your report now all on one page? Preview to be sure. SAVE
* Print, Turn into tray. DO NOT staple the instructions with your assignment. Thank you!